Friday, February 28, 1997

Meeting Agenda - With David Katz

Management
- procedure for finalizing crucial decisions
- determine which decisions are crucial
- role of the editor in business related decision making
- role of the executive committee in the decision making process
- role of the president in the decision making process
- role of the board in the decision making process

Finance
- Clarify variables and data required for 1997 budget
- Determine procedure for amending the budget
- Address the apportionment of resources to the business side relative to the editorial side
- 1996 year end operating budget
- 1996 year end balance sheet
- outstanding debts (ensure that related payment schedules are factored into 97 budget)

Scheduling
- March through June
- March through December
- Production schedule
- Circulation schedules
- Advertising schedules

Circulation
- Financial and human resources
- mission statement, editorial vision: language

Advertising
- Determine formula for resource allocation based upon expected/realized revenue
- Gaols: number of pages per book, and revenue

Fundraising
- 1997 goals
- costs